

- 3) Choose **New sheet** and enter **5** as the **No. of sheets**. Because you are inserting more than one sheet, the *Name* box is not available.
- 4) Click **OK** to insert the sheets.

For the subsequent steps to rename the sheets, see “Renaming sheets” (page 371).

To insert sheets and name them at the same time:

- 1) Rename the existing sheet as **Summary**, as described in “Renaming sheets” (page 371).
- 2) Make sure that the correct sheet tab is selected and open the Insert Sheet dialog.
- 3) Choose the sheet tab position for the new sheet (**Before current sheet** or **After current sheet**, as applicable).
- 4) Choose **New sheet** and enter **1** in the **No. of sheets** field. The *Name* box is now available.
- 5) In the *Name* box, type a name for this new sheet, for example *Checking Account*.
- 6) Click **OK** to insert the sheet.
- 7) Repeat steps 2 to 6 for each new sheet, giving them the names *Savings Account*, *Credit Card 1*, *Credit Card 2*, and *Car Loan*.

### Inserting sheets from a different spreadsheet

On the Insert Sheet dialog, you can also add a sheet from a different spreadsheet (for example, another Calc or Microsoft Excel file), by choosing the **From file** option. Click **Browse**, select the file using the file browser dialog, and click **Open**. A list of the available sheets in that file appears in the adjacent list box (Figure 365). Select the sheet to import (you can only import one at a time). If, after you select the file, no sheets appear, you probably selected an invalid file type (not a spreadsheet, for example).

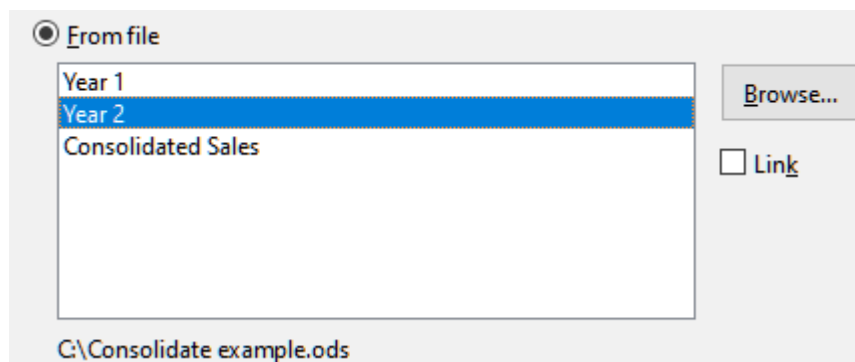


Figure 365: From file area of Insert Sheet dialog showing file path and names of available sheets

If you prefer, select the **Link** option to insert the external sheet as a link instead of as a copy. This is one of several ways to include “live” data from another spreadsheet – see also “Linking to external data” (page 381). The links can be updated manually to show the current contents of the external file using **Edit > Links to External Files** on the Menu bar. Alternatively the links can be updated automatically whenever the file is opened, depending on the options set on the dialog accessed by selecting **Tools > Options > LibreOffice Calc > General** on the Menu bar. The three options available in the *Update links when opening* section are **Always (from trusted locations)**, **On request**, and **Never**.

To define trusted file locations, select **Tools > Options > LibreOffice > Security > Macro Security** (*Trusted Sources* tab) on the Menu bar. This is useful if you want to use macros in your spreadsheet. For more information about macros see Chapter 12, Macros.